

Job Class Code: 4430	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to maintain City buildings, structures, fixtures, and equipment. The class is responsible for installation, modification, maintenance, and repair of facilities including electrical, carpentry, mechanical, plumbing, painting, masonry, and outdoor structures, and completing logs, forms, and reports. The class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS	
1.	Inspects or monitors condition of buildings, structures, fixtures, equipment, and outside structures for needed maintenance or repairs.
2.	Initiates installation, modification, construction, maintenance or repair actions in response to inspections or work orders.
3.	Estimates materials and determines tools, support equipment, or other things needed for job; secures needed items and transports to job site.
4.	Performs indoor maintenance including painting, carpentry, plumbing, electrical or mechanical repairs, fixture moving or repair, and other.
5.	Performs outdoor maintenance including concrete work, painting, roof replacing or repairs, structure repair, and other.
6.	Assists other departments or offices with maintenance tasks.
7.	Maintains job-related forms such as logs, activity reports, material reports, and other.
8.	Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Copies, transcribes, enters, or posts data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
Reasoning Requirements	Handles or uses machines, tools, or equipment that require brief instruction or experience such as hand and power tools or equipment, measuring equipment, vehicles, telephone systems, or other similar equipment.
Mathematical Requirements	Performs semi-skilled work involving set procedures but solves frequent problems.
Language Requirements	Reads routine sentences, instructions, regulations, procedures, or work orders; writes routine sentences and completes routine job forms and incident reports; speaks routine sentences using proper grammar.
Mental Requirements	Performs clerical, manual, and technical tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six months of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification may be required.
Special Requirements	Performance of essential functions may require exposure to confined spaces. Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

ADA REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 04/07/2020